

TO: National School Lunch Program Sponsors
FROM: Child Nutrition Programs, SDE
SUBJECT: Sponsor Renewal Letter for Fiscal Year 2008 – 2009
DATE: April 10, 2008

It is renewal time for all 2008-2009 School Nutrition Programs. All required forms are available on the State Department of Education Child Nutrition Homepage at <http://www.sde.idaho.gov/child/>. At this website, choose National School Lunch Program and then choose renewal info.

Please read the REVISED instructions carefully to complete the renewal process. Some forms must be **mailed** because the form requires an **original signature**. **YOU ARE REQUIRED TO MAIL IN COPIES OF YOUR MENUS THIS YEAR. SEE NEW MENU REQUIREMENT FOR 2008-09 ON THE NEXT PAGE for more information.**

Information on the website includes:

- Application Renewal letter, Instructions and Checklist
- Renewal Agreement
- Food Service Management Company forms
- Free and Reduced Meal applications (English and Spanish) and related information
- Income Guidelines (for your use – do not send to parents)
- Menu Planning Options memo
- User Authorization Form

The renewal forms **MUST** be completed and mailed by **May 9, 2008**. If this packet has not been received by **July 1, 2008**, reimbursement will be held in accordance with Federal Regulation 210, 215 and 220. Keep in mind the 60-day Federal reimbursement deadline.

If you have any changes or additions at any time during the 2008 - 2009 school year, you must update your sponsor and site applications on CNP 2000.

DO NOT USE LAST YEAR'S PARENT LETTER, FREE AND REDUCED MEAL APPLICATIONS OR PRESS RELEASE! The income guidelines change each year and **ALL FORMS** have been revised for 2008-09 to meet USDA requirements. You must have any Free and Reduced form you develop approved by SDE before printing.

PLEASE MAKE A COPY OF ALL MATERIALS FOR YOUR RECORDS BEFORE MAILING ORIGINALS TO THE CHILD NUTRITION DEPARTMENT.

IMPORTANT: If your school district is considering entering into a contract with a FSMC (Food Service Management Company) you must have ALL information, including completed contract, USDA checklist and Idaho checklist submitted to the State Agency by July 1, 2008 or no later than 30 days before the first day of serving. If this information has not been received by this deadline, the school district is subject to loss of federal reimbursement.

NEW MENU REQUIREMENT FOR 2008-09

To verify compliance with School Meals Initiative (SMI) **all sponsors are required to send the following with the renewal forms:**

- **Menus for 1 week for all age/grade groups for all meal types offered** (breakfast, lunch and after school snack).
- **Production records** for the week of menus. Must show planned quantities and planned portion sizes.
- Sponsors using Nutrient Standard Menu Planning need to send the menus in the detailed summary menu report format and include a printed copy of the RDA guidelines and menu names for all age/grade groupings utilized.

Please double check that the menu planning system you intend to use is correctly identified on your Site applications. A complete description of the menu planning systems is in chapter 13 of the Idaho School Food Service Manual on our homepage. **Any system chosen must meet the nutrient standards.**

SOME ADDITIONAL NOTES:

1. The most up-to-date version of the Idaho School Food Service Manual is available on the CNP website.
2. **Civil Rights.** Sponsors are required to include a nondiscrimination statement on all correspondence distributed to the public. Refer to Chapter 21 of the Idaho School Food Service Manual for complete details and the correct non-discrimination statement to use. **You are required to have a complaint procedure and complaint log in place in the event you receive a civil rights complaint.**
3. **English and Spanish forms are available on the Idaho Department of Education CNP website at <http://www.sde.idaho.gov/child>.**

4. Foreign Language Applications. Foreign language applications can be found on the USDA homepage <http://www.fns.usda.gov/cnd/FRP/frp.process.htm>.
5. For additional information regarding free and reduced meal applications refer to Chapter 3 of the Idaho School Food Service Manual.

OTHER PROGRAMS TO CONSIDER:

1. Special Milk Program (SMP). Refer to Chapter 24 of the Idaho School Food Service Manual and www.sde.idaho.gov/child/smp for more information.
2. After School Snack Program. Refer to Chapter 22 of the Idaho School Food Service Manual for more information.

After your application is approved, you will receive a confirmation letter. Approval is a lengthy process therefore sponsors may not receive approval letters prior to July 1, 2008.

After you have received your approval letter, you can refer to the Reporting Information for 2008-2009 in Chapter 2 of the Idaho School Food Service Manual.

If you have any questions about the application materials or need more information, please call (208) 332-6820.

HAVE A HAPPY AND SUCCESSFUL YEAR!